



2019-2020 ANCS Enrichment Program-Elementary Campus

Term II Spring Session –January 27th – April 24th REGISTRATION INFORMATION

ANCS Enrichment Program classes are open to all Elementary ANCS students and are filled on a first come, first served basis. The completed registration form and payment does not guarantee space in a class. So register early.

Applications Accepted: Wednesday, January 15, 7:30 am through Thursday, January 23, 6:00 pm. Applications received before or after this time frame will not be accepted.

Registration Directions:

1. Fill out and sign the Registration/Emergency contact form that is attached. **Please fill out one form for each child you wish to register for an Enrichment class.** Additional copies can be downloaded from the ANCS website: www.atncls.org
2. Please make checks (not including the materials fees) **payable to ANCS.** In the "memo" section of you check note "Enrichment and your child's name". Registration forms and payments are to be given to the ANCS front desk.
3. When applicable, please write separate checks for material fees payable directly to the appropriate instructors. *Materials fee must be paid at the time of registration, prior to the first class session.*
4. If you have prepaid for the entire year of after school, each class will cost **\$120** per student, per class
5. **All after school balances must be paid prior to registration for enrichment classes.**

The Program and Instructors

The ANCS Enrichment Program is sponsored and administered by Atlanta Neighborhood Charter School After School Program. Instructors are ANCS staff who are sharing their professional talents and hobbies with students, with the exception to Wednesday Enrichments. All Enrichment instructors have presented evidence they have been fingerprinted and completed a security screening.

Before and after class

For classes that begin at 3:30 pm:

- All students will be signed into the ANCS After School Program at not additional cost.
- Instructors must pick up their Enrichment class students promptly at 3:30 pm.
- When enrichments are over, students will be returned to their After School classroom.

After Enrichment classes:

- All parents/guardians can pick students up at 4:30 when classes end or choose to let student remain in After School at no additional cost.
- Students are not permitted to walk home from after school activities without an adult.

Wednesday Enrichments:

- If your student is taking an enrichment on Wednesday, they will be picked up in the auditorium at 1:45pm by the instructor. These enrichments are provided by outside companies. Students will need to be picked at the end of their enrichment. If not, they will be signed into After School and charged and charged the After School fee.

Refunds and Make-ups

If the ANCS Enrichment instructor does not notify you, you can assume your child is in the class for which you registered. The child should come to the first scheduled class. Classes begin the week of January 27th. Once a child has been accepted into the Enrichment Program, there are no refunds. If the class is cancelled due to low enrollment, or if your child does not get into a class due to over enrollment, the instructor will notify you and you will receive a full refund. There are no make-up classes for those missed due to student absence. Classes missed due to a school holiday/vacation or instructor illness will be made up during the week of April 27th.

Behavior Policy

- Students are expected to conduct themselves in a manner that shows respect for the feelings, rights and property of others. Students will be given an initial warning and their parents/guardian will be notified at the time of the first disciplinary problem. Students will be permanently dismissed from class with a repeat offense.
- In case of a disciplinary dismissal, no refund will be given.

Scholarships Available

The Atlanta Neighborhood Charter School instructors have made scholarship opportunities available to those families who have children who receive public assistance or meet additional criteria. Scholarships cover the fees for a class. Requests for scholarship assistance can be forwarded to Ms. Keller or Ms. Dennis for review. The identity of students admitted under a scholarship will be confidential.

Spring 2019 - 2020 SESSION - REGISTRATION FORM

Student's Name _____ Grade _____

Home Phone # _____

Address _____ City _____ Zip _____

Parent/Guardian Name _____ Work/Cell # _____

Parent/Guardian Name _____ Work/Cell # _____

e-mail _____

Please list two (s) additional contacts other than Parent/Guardian:

Name _____ Relationship _____ Work/Cell # _____

Name _____ Relationship _____ Work/Cell # _____

If a medical emergency occurs, 911 will be called. List any medical information:

Please write separate check(s) and separate form for each class, made payable to the ANCS After School Program. Note material fees should be paid with a separate check made payable to the instructor. We can accept credit payment as well. ANCS staff will notify you if your child does NOT get into a class due to under or over enrollment and a full refund will be given.

Credit card # _____ Expiration _____ Security # _____ Zip Code _____

Name on card _____

PLEASE SIGN UP FOR ONE CLASS PER REGISTRATION FORM

Class Title-1st choice

Class Title-2nd choice

MON _____

TUES _____

THUR _____

FRI _____
